



CALIFORNIA CONSERVATION CORPS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA CONSERVATION CORPS	RELEASE DATE:	Thursday, August 19, 2010
POSITION TITLE:	Chief Counsel	FINAL FILING DATE:	Friday, September 3, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08192010_6

POSITION DESCRIPTION

***SALARY DEPENDENT ON CONTROL AGENCY APPROVAL** As a member of the department's top management team, under the administrative direction of the Director/Chief Deputy Director, the incumbent acts as the legal advisor to the California Conservation Corps (CCC), assists the Attorney General's Office when they are representing the CCC, and performs other legal services for the department. The incumbent serves as a member of the Director's executive management team and assists the Director and Chief Deputy Director in the development, formulation and implementation of policies and procedures which support the department strategic and operational plan, and promote the objectives of the California Conservation Corps. Consults and advises the department regarding all legal areas in the establishment of new programs and funding sources. Provides advice and recommendations to departmental managers on legal issues regarding CCC programs or other legal matters of concern to the department. Provides interpretation of state and federal laws and statutes. Prepares cases against employee appeals from notice of adverse action and/or rejection from probation (i.e. discrimination/sexual harassment, performance). Case preparation includes interviewing witnesses and reviewing documentary evidence; negotiating and drafting settlements and/or stipulations; representing the department before a State Personnel Board Hearing Officer. Conducts and/or oversees special investigations into possible illegal activities by CCC employees. Assists administrative staff in the development of appropriate adverse actions. Works directly with Center Directors and Headquarters Managers in preparing and reviewing contracts, leases, memorandums of understanding, standard legal agreements, and other legal documents, both CCC initiated and incoming, for compliance and liability issues. Prepares and presents cases before trial and appellate courts, or assists the Attorney General's Office in cases for trial. Represents the department before an Administrative Law Judge of the Unemployment Insurance Appeals Board in cases where the department opposes insurance benefits to former employees. Represents the department in legislative and administrative hearings. Drafts proposed legislation, rules and regulations, manuals, and legal forms. Reviews, analyzes and interprets legislation affecting the administration of the department.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

The incumbent must be an active member of the State Bar of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Administrative experience in a management capacity: Knowledge of the California Conservation Corps organization, objectives, programs and policies. Demonstrated experience in financial accounting and fiscal management involving a complex multi-funded budget. Knowledge of policy development, planning, information technology, business management, and personnel management. Knowledge of the legislative process and ability to draft proposed legislation and rules and regulations. Ability to review, analyze and interpret legislation affecting the CCC. Leadership and management team experience demonstrating an ability to create a clear vision, set goals, and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, Resources Agency, Governor's Office, Legislature, Department of Finance, public/private agencies, state and federal agencies. Demonstrated capacity to make high level decisions on a variety of challenges. Knowledge and demonstrated effectiveness in policy analysis, development and implementation. Strong leadership skills.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel**, with the **CALIFORNIA CONSERVATION CORPS**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The California Conservation Corps (CCC) has established a specific job-related screening criteria for application review. The CCC shall compare each candidate's qualifications for the position

against the screening criteria and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Resume

Applications must be submitted by the final filing date to:

CALIFORNIA CONSERVATION CORPS, Human Resources Branch
1719 - 24th Street, Sacramento, CA 95816
Ann Dickey | 916/341-3222 | ann.dickey@ccc.ca.gov

ADDITIONAL INFORMATION

SALARY DEPENDENT ON CONTROL AGENCY APPROVAL The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CONSERVATION CORPS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>